

# DeBot Dining Center

## Table Tent Policy

Recognized student organization and University offices/departments may request to display table tents in the DeBot Dining Center on a first come first serve basis. Table tents can be reserved for a maximum of one week. Exercise of this privilege requires adherence to specific guidelines. Failure to follow the guidelines will result in forfeiture of the privilege.

To submit a request please provide the following:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Table Tent Description: \_\_\_\_\_

Start Date:    /    /                      End Date\*:    /    /                      Location: \_\_\_\_\_

*\* If table tents become torn or soiled before the reserved time is up, they will be removed from the table.*

An electronic version of your table tent must be submitted for approval to the UWSP Dining email, [dsc@uwsp.edu](mailto:dsc@uwsp.edu). Please review our table tent policies before submitting a request.

Print table tents according to the following criteria:

- Print table tents on recycled paper, 80# weight (strongly recommended as it holds up better)
- Not to exceed half of an 8 ½" by 11" sheet of paper.
- Avoid bright pink paper because it has a tendency to stain the tables.
- The primary focus must be on the message or event of the sponsoring UWSP group.
- Table tent may not advertise goods or services that compete with those provided by the campus
- No more than 1/3 of the flyer may contain information referencing off-campus sponsors.
- Not to include racist, sexist or libelous words or pictures.
- Not to promote the consumption of alcoholic beverages or events at local bars and restaurants.
- Includes name of sponsoring organization or UWSP office/department.
- Must be either taped or stapled so it easily stays upright on the table.

The group is responsible for placing the table tents on the tables. 120 table tents are needed for the Upper Dining Hall and 30 are needed for the Lower Lounge in the DeBot Dining Center. Approved table tents may be put up between 6:30 a.m. to 7:30 a.m. on the start date. You may print and post less table tents if desired. Table tents will be removed from tables by dining staff on the appropriate date.

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*It is the discretion of Dining and Summer Conferences to deny any group placement of table tents if they are offensive or seem inappropriate to be on dining room tables. Dining and Summer Conferences does not support or condone the activities stated on the table tents. Any table tent not approved by Dining and Summer Conferences will be discarded immediately.*



Dining and Summer Conferences  
University of Wisconsin - Stevens Point